SECOR News & Tips

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Online Audits

As we continue measures to protect against COVID-19, we are asking small employers to submit their audits through our online system.

The steps to submit an online audit request are:
1. **Ensure your SECOR training is up to date**. If you are unsure about the status of your training, call us (see yellow box).
2. **Register your audit**. To register, complete the Online SECOR Audit Request. Go to EnergySafetyCanada.com, login to My Account, click Auditor Portal, and select New SECOR Audit Request.
3. **Review the Documentation Requirements** at the top of Step 1.
4. **Upload the following documents** into page 2 of the form:
   » Company profile
   » Company organizational chart
   » Employee Breakdown and Sampling form (also available to download in Step 1 of the Documentation Requirement)
5. **Click Submit**. You will receive an email indicating when you can start your audit.

Don't Be Delayed!

Occasionally, there are cases when an online audit request is placed on hold or rejected. The most common reasons are:
» **Payment was not received.** To avoid delay, you can pre-pay your audit fees BEFORE submitting your request by calling our office (see yellow box).
» **Information is missing.** If the required documents have not been uploaded or information on the documents is unclear or missing (see #4 above), the audit request will not be approved.

» **Assessor is due for SECOR training.** Assessors must complete refresher training every three years. Course information can be found here under the section "Maintaining Your Assessor Status".

Considering a Group Audit?

Employers who own more than one company may be eligible for a group (or multi-company) audit, rather than completing separate audits for each one.

To qualify, the following criteria must be met:
» Companies are related through common ownership and controlled together.
» Employer uses a common health and safety system for all the companies.
» Total combined number of employees does not exceed 10. NOTE: Employees who work for more than company are counted only once.
» The completed application form (scroll to bottom of page and click on "Application to Conduct a Group Audit of Related Employers") must be submitted before or at the time the audit is registered.

It is important for employers to be aware that the results of a group audit are representative of the overall operations of the entire group of companies.

We're Here to Help

Energy Safety Canada is available to assist with your Certificate of Recognition needs:

Email: CORInfo@EnergySafetyCanada.com
Phone: 1 800 667 5557 extension 3
COR Customer Support: 403 516 8072
SECOR Customer Support: 403 516 8107
Auditor Support: 403 516 8066

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